

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST AMERICAN EMBASSY, BRIDGETOWN	2. AGENCY STATE	3a. POSITION NO. C53301
--	---------------------------	-----------------------------------

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Financial Assistant, FSN-401	FSN-8	CEW	10/03/2004
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)

Budget Analyst and Accountant

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

Regional Office of Financial Management

b. Second Subdivision

a. First Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

Typed Name and Signature of Supervisor _____ Date(mm-dd-yy) _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head _____ Date(mm-dd-yy) _____

Typed Name and Signature of Admin or Human Resources _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

The position serves as the Budget Analyst for Am Embassy Bridgetown. As such the position is responsible for the full range of budget activities (in a diversified post with extremely limited resources) for two major budget segments, including coordination and preparation of the program planning and analysis work.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

This position is responsible for the preparation and execution for *three* major segments of the diversified embassy budget program; Program, MRV, Public Diplomacy, as well as full responsibility for the ORE, Representation and regional travel budgets segments. The position has three main areas of work - preparation, execution and analysis.

Execution:

35%

- a. The incumbent must maintain, control and provide advisory and analysis services regarding the detailed operation of the system records- RFMS and COAST which provide background information needed *to* provide meaningful comparisons of increases or decreases over the years within the various budget subcategories. Furthermore, the employee will check priorities of obligations and expenditures against financial plans and provide interpretation and guidance concerning the legal and regulatory aspects of the acquisition and use of funds for program and administrative purposes. As a result of day-to-day operations the employee must watch for and analyze apparent trends in obligations. The employee will propose and implement plans for minor reprogramming when deviations from original budget estimates are necessary because of significant changes in operating programs.

Analysis:

30%

- a. The incumbent conducts financial program planning and analysis involving the evaluation of and planning for such needs as minor reprogramming, the development of forecasting criteria, and the monitoring of the execution of the budgets. On a quarterly basis, the incumbent will conduct reviews of status of funds with agency representatives, alerting them to problems, trends and needed changes, determining whether funds should be carried over, re-programmed or returned. The incumbent will document any justified changes in such a review with clearance from the Financial Management Officer and the Agency Representative. During the quarterly reviews, the employee will compile data for financial plans and management reports. Compilation of ad hoc reports will be requested as needed.

Preparation:

25%

- a. The incumbent prepares the program financial plans and budget requests and participates in formulation of various other agency's plans. The incumbent must support budget justifications with performance and program cost data as required, and control amounts allotted in approved budgets. Advises agencies on requirements including format and limitations for the preparation, documentation and submission of budget requests. The incumbent must analyze the relative costs and benefits of alternative program plans and bring them *to* the attention of the Agency Representative and the FMO. The employee will advise various agency managers of the proper course of action or propriety of proposals based on interpretation of State and other rules and regulations pertaining *to* the budgets involved.

Other Duties and Responsibilities:

10%

The incumbent will be responsible for various other portfolios including CDC and PEPFAR. This involves but is not limited to making obligations and dialoguing with agency representatives.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school is required. Some college or technical study in accounting, budgeting or management is required.

b. Prior Work Experience:

From four to five years of progressively responsible experience in budget work, accounting or auditing is necessary. Two years of this experience should be in budget work for a U.S. Government agency.

c. Post Entry Training:

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level 4 (fluent) English ability is required.

e. Job Knowledge:

The Incumbent must:

- have fully comprehensive working knowledge of pertinent State Department and associated agencies' laws, regulations, and procedures relating to budgeting, accounting, and financial management,
- have the full range of skills and abilities required in computing both procedural and technical and financial program planning and analysis budget work,
- have a thorough knowledge of the organization and functions of the major program areas of the embassy and associated agencies served.

f. Skills, and Abilities

Abilities: The Incumbent must:

- be able to relate work performed by the FMO to support work required with a minimum of guidance and instruction.
- be able to make decisions relative to classification of funds in the allocation process, and to obligation trends as they relate to financial plans.
- be able to locate proper background material as a basis to compute cost items relative to variables in the budget.
- be able to relate funds management with mission, programs, and projects of the post.
- be able to understand budget management implications of changes of priorities, tempo, and direction of programs and projects and be able to recommend appropriate adjustments to financial plans.
- be able to relate changes to funding levels brought about by reductions in allotments due to cuts, increase in costs of material and labor, etc., and advise appropriate management officials of program implications.

Skills:

Possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to budget management issues and in order to facilitate exchange of information at the working level. Must possess high level of skill in articulating (orally and in writing) complex issues and relationships between functions/programs/projects and funding options and be able to summarize information to present quickly and precisely to Agency Representatives the voluminous information that is generated and stored in RFMS and COAST.

16. POSITION ELEMENTS

a. Supervision Received:

This position is under the general supervision of the Supervisory Financial Specialist.

b. No Supervision Exercised: N/A

c. Available Guidelines:

In-house operating procedures, Department of State Regulations, Foreign Affairs Manuals, GAO Decisions, Joint Travel Regulations, Charleston FSC Operating Procedures, Department of Defense Regulations and other agency regulations.

d. Exercise of Judgment:

The incumbent is expected to utilize initiative and sound judgment. Furthermore, given the level of responsibility, the incumbent is expected to utilize their judgment unilaterally.

e. Authority to Make Commitments:

Final decisions, commitments and conclusions are limited to procedural and technical work. However, once decisions or commitments are made, the incumbent is expected to proceed and implement with little supervision or consultation.

f. Nature, Level, and Purpose of Contacts:

The incumbent is expected to make, and maintain, mid-level contacts (governmental and non governmental).

g. Time Expected to Reach Full Performance Level:

One Year.



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-027**



DATE: October 20, 2014

OPEN TO: All Interested Candidates

POSITION: **Financial Assistant, FMO, FSN-08; FP-06**

OPENING DATE: October 20, 2014

CLOSING DATE: November 03, 2014

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-08/1 BDS\$76,058.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-6/1 US\$45,185.00 p.a. (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of Financial Assistant, in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION:

The position serves as the Budget Analyst for Embassy Bridgetown. As such, the position is responsible for the full range of budget activities (in a diversified post with extremely limited resources) for two major budget segments, including coordination and preparation of the program planning and analysis work.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, Telephone number 227-4342/227-4014.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required. Some college or technical study in accounting, budgeting or management is required.
2. From four to five years of progressively responsible experience in budgeting, accounting or auditing is necessary. Two years of this experience should be in budget work for a U.S. Government agency.
3. Level IV (fluent) English ability (speaking, reading and writing) is required.
4. Required to have full comprehensive working knowledge of pertinent State Department and associated agencies' laws, regulations, and procedures relating to budgeting, accounting, and financial management. The full range of skills and abilities required in computing both procedural and technical and financial program planning and analysis budget work, is required. A thorough knowledge of the organization and functions of the major program areas of the embassy and associated agencies served is required.
5. Required to have the following abilities:
 - Able to relate work performed by the FMO to support work required with a minimum of guidance and instruction.
 - Able to make decisions relative to classification of funds in the allocation process, and to obligation trends as they relate to financial plans.
 - Able to locate proper background material as a basis to compute cost items relative to variables in the budget.
 - Able to relate funds management with mission, programs, and projects of the post.
 - Able to understand budget management implications of changes of priorities, tempo, and direction of programs and projects and be able to recommend appropriate adjustments to financial plans.
 - Able to relate changes to funding levels brought about by reductions in allotments due to cuts, increase in costs of material and labor, etc., and advise appropriate management officials of program implications.
6. Required to possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to budget management issues and in order to facilitate exchange of information at the working level. Must possess high level of skill in articulating (orally and in writing) complex issues and relationships between functions/programs/projects and funding options and be able to summarize information to present quickly and precisely to Agency Representatives the voluminous information that is generated and stored in RFMS and COAST.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
November 03, 2014**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A
DEFINITIONS



1. Eligible Family Member following ways:

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family

individual related to a U.S. Government employee in one of the

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
- *Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and*
- *Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- *Does not receive a Foreign Service or Civil Service annuity*

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)

- K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera, HRA

Cleared: MHunte, HRS

Approved: RHamilton, MC